

# Ohio Parenting and Pregnancy Program Grant

## APPENDIX A

### TECHNICAL APPLICATION

**Instructions:** Applicants are to fully complete this application and submit it with any additional required documents to be officially deemed the applicant's submitted response. Applicants may replicate this application in order to provide necessary responses; however, no application text may be altered or the applicant may risk disqualification.

#### Application Cover Page

Organization Name:	Catholic Charities Corporation
Organization Address:	7911 Detroit Avenue, Cleveland, OH 44012
Point of Contact:	Sandra Fay, MSW, LSW
Telephone Number:	440.843.5631
Fax Number:	440. 845.5910
E-mail Address:	slfay@clevelandcatholiccharities.org
Federal Tax Id Number:	34-1318541
OAKS Vendor ID (if have one):	0000056643
DUNS Number:	965247216
Director/CEO:	Patrick Gareau
Name of Signature Authority:	Patrick Gareau
Title of Signature Authority:	President & CEO
E-mail Address of Signature Authority:	pgareau@clevelandcatholiccharities.org

# APPENDIX A

## TECHNICAL APPLICATION

### MANDATORY APPLICANT QUALIFICATIONS

#### 1. Evidence of Not-for-Profit 501 (c)(3) tax status

Catholic Charities Corporation, also known as Catholic Charities, Diocese of Cleveland, is a not-for-profit 501 (c) (3) organization, as evidenced by the IRS determination letter that can be found at the back of this section.

#### 2. Office Locations

The administrative offices of Catholic Charities Corporation are located at: 7911 Detroit Avenue, Cleveland, OH 44012. Catholic Charities has locations in the eight counties that comprise the Catholic Diocese of Cleveland (Ashland, Cuyahoga, Geauga, Lake, Lorain, Medina, Summit and Wayne).

Services for this grant will also be conducted at these Catholic Charities sites:

- Birth Family, Foster Care and Adoption Services (BFAS)  
Catholic Charities|Parma  
6753 State Road  
Parma, OH 44134
- Birth Family, Foster Care and Adoption Services – Satellite Office  
Catholic Charities|Lorain County  
628 Poplar Street  
Elyria, OH 44035
- Birth Family, Foster Care and Adoption Services – Satellite Office  
Catholic Charities|Lake County  
8 N. Street #455  
Painesville, OH 44077
- Catholic Charities Employment and Training Services  
St. Philip-Neri Family Center  
799 E. 82<sup>nd</sup> Street  
Cleveland, OH 44103

Services may also be offered at any one of Catholic Charities sites throughout the eight counties where our organization has offices. This deliberate design will better meet the needs of clients where they live and work. This arrangement is particularly important for people that do not have transportation.

3. The Program Assurances Affirmation is located at the back of this section, following the IRS determination letter.

4. Program Lead – Sandra Fay, MSW, LSW will be the program lead and the program outcome manager for this proposed Parenting and Pregnancy program. Ms. Fay has been employed with Catholic Charities for 21 years; she has worked with birth family, foster care and adoptive families for 14 these years. As program director, Ms. Fay is responsible for the oversight of the adoption program, including infants, special needs and international home studies that are conducted throughout the diocese. She assigns case loads and related duties, and coordinates activities of staff providing counseling to birth families who are considering adoption. Refers clients to resources within and outside of Catholic Charities.

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Before assuming the role of the program director, Ms. Fay was the quality coordinator for foster care and adoption. In this position, Ms. Fay provided direct supervision and training to staff in the areas of compliance to foster and adoptive home licensing, approval, and the foster to adopt process with adherence to governing county rules and ODJFS Rules, along with standards of the Joint Commission on Accreditation of Healthcare (JCAHO) and Commission on Accreditation of Rehabilitation Facilities standards). She was also responsible for the intake and placement of children into agency foster and adoptive homes.

Ms. Fay has also held the position of assistant foster care coordinator. She completed initial and recertification assessments for more than 100 Foster Care and Adoptive Families. She was also responsible for record compliance with ODJFS Rules and Regulations.

As a foster care worker, Ms. Fay provided case management services for foster families and monitored the safety and progress of children in foster homes. She assured that children in foster care were being well cared for and foster families were being supported. She was responsible for developing quarterly reports, treatment plans, and ongoing contact notes assessing progress of children in care.

Ms. Fay holds a Master of Science Degree in Social Work from Columbus University and Bachelor of Arts Degree in Psychology from the University of Toledo. She is a Licensed Social Worker, and is a trained adoption assessor in Ohio. She has been a resident of Ohio for 21 years. The certification of Ohio residency and Ms. Fay's resume are at the back of this section.

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: June 4, 2014**

**Person to Contact:**

Roger Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your May 19, 2014, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2014*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2014* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

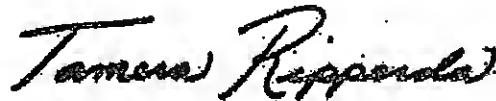
Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

In your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

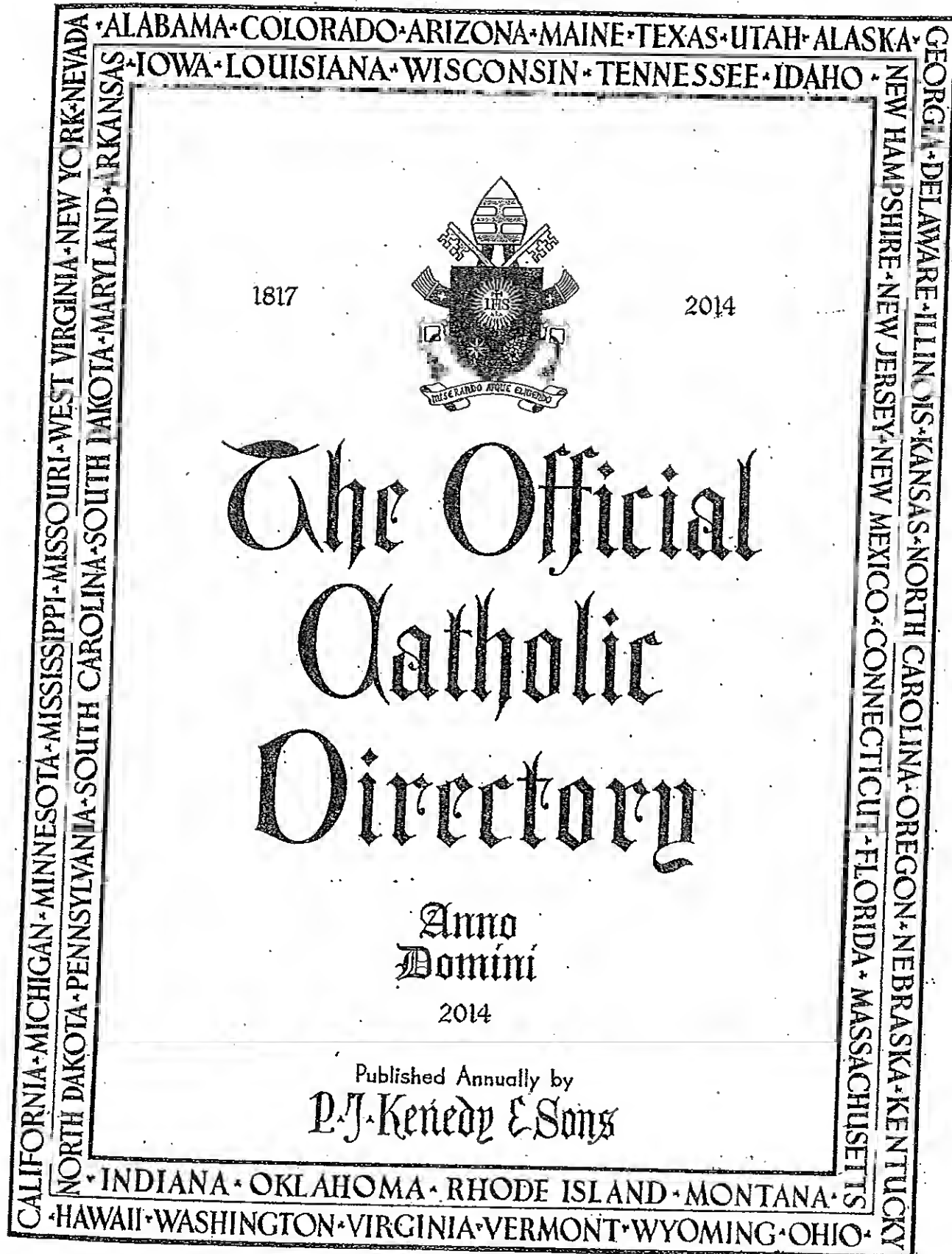
Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Tamera Ripperda". The signature is written in dark ink and is positioned above the printed name and title.

Tamera Ripperda  
Director, Exempt Organizations



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# The Official Catholic Directory

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2014

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**APPENDIX A**  
**TECHNICAL APPLICATION**

Program Assurances

Please affirm that the following statements are true and accurate. Affix the appropriate signature where indicated. The application will not be considered complete without the required signature and shall be disqualified from consideration.

We the undersigned assure that our Agency:

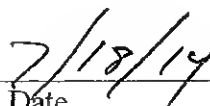
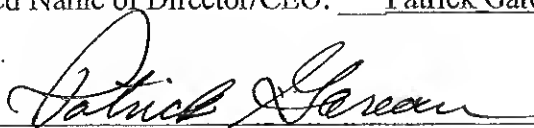
1. Will not charge pregnant women and parents or other relatives caring for children twelve months of age or younger a fee for any services received;
2. Is not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising;
3. Is physically and financially separate from any entity, or component of an entity, that engages in abortion activities;
4. Will only subcontract with entities that are physically and financially separate from any entity, or component of an entity, that engages in abortion activities;
5. Will not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender; and,
6. Will comply with the requirement of 5101.804 of the Ohio Revised Code.

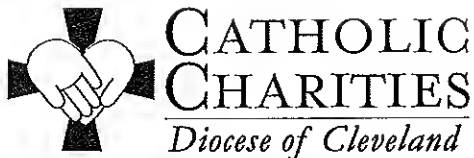
Agency Name: Catholic Charities Corporation

Printed Name of Director/CEO: Patrick Gareau

Signature

Date





#### Adoption Services

6753 State Road  
Parma, OH 44134  
P 440.845.7700  
F 440.845.5910

628 Poplar Street  
Elyria, OH 44035  
P 440.366.1106 x13  
F 440.366.5645

[www.clevelandcatholiccharities.org](http://www.clevelandcatholiccharities.org)

### Certification of Ohio Residency

I, Sandra Fay, will serve as the program lead for the Ohio Parenting and Pregnancy Program. I certify that I have been a resident of Ohio for 21 years, and therefore meet the resident requirements set forth in the Ohio Parenting and Pregnancy Program Grant RFGA #JFSR1415178081.

Sandra Fay, MSW, LSW  
Sandra Fay, MSW, LSW  
Program Director  
Catholic Charities, Adoption Services

Date 7-22-2014



BARBARA J BUSHMAN  
NOTARY PUBLIC - OHIO  
MY COMMISSION EXPIRES

8/21/16

Barbara Bushman 7/22/14

# **Sandra L. Fay, MSW, LSW**

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## **Objective**

To obtain a rewarding position within a progressive organization while serving those in need.

## **Qualifications**

As a state of Ohio licensed social worker, I have been involved with child welfare for nearly 20 years. I have developed the supervision skills needed for success in working with a diverse population and a variety of children and families. I am a state trained adoption assessor.

## **Education**

Bachelor of Arts, Psychology, University of Toledo 1992

Master of Science, Social Work, Columbus University, 1999

## **Work History**

November 2000 - present

Program Director Adoption, Catholic Charities Corporation

Responsible for the oversight of the Adoption program of Catholic Charities Corporation. Infant, special needs and International homestudy Population served throughout the eight county Cleveland Diocese. Responsible for assigning case loads and related duties, coordination of the activities of staff in providing counseling services to birth families who are considering adoption, leadership to agency staff through individual and group conferences in analyzing case problems and in improving diagnostic skills. Responsible for linkages to all like programs in the Catholic Charities System and outside agencies / organizations. Responsible for the evaluation of staff member performance. Accountable for the overall quality review process of the program including but not limited to Ohio Adoption Law and ODJFS Rules and Regulations.

July 1998—November 2000

Quality Coordinator Foster Care / Adoption, Catholic Charities Services Corporation/  
Parnadale

Responsibilities included providing oversight, system building and development of a large Foster Care and Adoption Service. Worked in collaboration with staff throughout the Catholic Charities Services system and other community agencies in the coordination of services to provide a comprehensive Foster Care and Adoption Service for Northeastern Ohio. Provided direct supervision and training to staff in the areas of compliance to foster and adoptive home licensing, approval, and the foster to adopt process with adherence to governing county rules, ODJFS Rules and JCAHO standards. Responsible for the intake and placement of children into agency foster and adoptive homes.

## **Sandra L. Fay, MSW, LSW**

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February 1996-July 1998

Assistant Foster Care Coordinator, Parmadale

Assistance to the Service Coordinator in the daily compliance issues in Foster Care and Adoption for Catholic Charities Services Corporation. Responsible for the completion of initial and recertification assessments for over 100 Foster Care and Adoptive Families. Responsible for record compliance with ODJFS Rules and Regulations. Attendance at significant meetings in the community as they related to foster care and adoption.

November 1994—February 1996

Foster Care Worker, Parmadale

Case Management of foster families. Monitored the safety and progress of children in foster homes. Assurances that children in foster care were being well cared for and foster families were being supported. Documentation of quarterly reports, treatment plans, and ongoing contact notes assessing progress of children in care. Regular visits to the foster homes, schools, and other meetings applicable to children's case plan needs. Worked in collaboration with custodial agency and other pertinent organizations in meeting children's needs.

August 1993—November 1994

Child Care Worker, Parmadale

Responsible for the daily supervision of adolescents in a residential treatment setting. Documentation of progress notes applicable to child's treatment plan goals. Assurance that children's needs were being adequately met while in the treatment setting.

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#### ORGANIZATONAL EXPERIENCE AND CAPABILITIES

##### 5. Indicators of our effectiveness, quality, and outcomes achieved for similar programs.

Charts showing the performance for the previous three (3) years are marked as Outcomes Achieved and are located behind Tab 4.

**Birth Families** – From July 1, 2012 through June 30, 2014, 78 birth mothers have sought information and counseling regarding adoptive placement of their unborn child and/or child(ren) that they were raising; all children were under the age of 12 months. Of these 78 birth parents, 18 made an adoptive placement and 60 chose to parent their child. Staff spent approximately 1,200 hours working with these families during the same period. Most of the birth families seeking our help were categorized as low-income. They needed housing, formula, clothing, diapers, food and furniture. Catholic Charities has only been able to provide assistance with these items on a very limited basis because of lack of funds.

A desired outcome is: Birth families will have sufficient information to begin adoption proceedings. The performance indicator is 95% of birth families will receive time and appropriate information to guide their decision-making. In the past four years the program has met or exceeded the 95% threshold in providing sufficient information for adoption proceedings.

**Adoptive Families** –The desired outcome is: Families will successfully parent adoptive children. The performance indicator is: 90% of families that adopt will be able to meet the special needs of adoptive children as evidenced by the number of finalizations per month. The 90% threshold has consistently been met for the past three years.

**Help Me Grow** – is a home-visiting program that provides support and services to children prenatal to age three. Catholic Charities has offered it for 12 years in Lorain County and it is currently offered there as well Ashland, Cuyahoga, Geauga, Lake, Lorain, Summit and Wayne Counties. The desired outcome is: 75% of Help Me Grow parent participants will increase their skills to help their child learn and develop as evidenced by a response of 3 or 4 to the question, "Have you increased your ability to use skills that will help your child grow, learn and develop in an age-appropriate manner within a safe, positive and healthy home environment?" This threshold has been met. Bright Beginnings, a program within Help Me Grow is offered at the Catholic Charities|St. Martin de Porres Family Center.

**Mom's First** – This City of Cleveland program, designed for pregnant woman and children to age two, has been offered at the Catholic Charities|St. Martin de Porres Family Center since 1990. The purpose is to reduce the number of babies that die before they are a year old by providing prenatal/parenting health education and services, case management and home visits. The desired outcome that 95% of mothers will deliver a healthy baby has been met.

**Parents As Teachers** – has been offered in Lorain County for three years with 160 parents completing the program. They have learned about and have been provided with resources to reduce child abuse and neglect, including, but not limited to learning coping skills to deal with the stress of children, employment, and school; basic life skills; and early childhood development. Screenings of children reveal physical, emotional, intellectual and social difficulties.

##### 6. Length and Depth of Catholic Charities' Experience Providing Services

Family planning, abortion prevention, childbirth promotion and parenting development are fundamental tenets of the Roman Catholic Church. Catholic Charities, Diocese of Cleveland was founded in 1912. Catholic Charities promotes these beliefs and helps individuals and families uphold them in their daily lives.

###### a. Family Planning

Catholic Charities, through its Marriage and Family Ministries, offers Natural Family Planning (NFP), which is a holistic approach to family planning. All natural methods are scientifically based on the woman's pattern of fertility and infertility. Classes have been offered for 30 years throughout the diocese. Approximately 1,200 people have completed classes over the past 11 years. Program brochures are located behind Tab 5.

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#### b. Abortion Prevention and Childbirth Promotion

**Adoption Services** – Catholic Charities Corporation is a licensed Private Child Placement Agency (PCPA) through the Ohio Department of Jobs and Family Services (ODJFS). Catholic Charities Corporation, Diocese of Cleveland has been counseling women and families' regarding issues surrounding adoption and what is best for them and their child for more than 100 years throughout the eight counties of the Cleveland Catholic Diocese. Adoption is an integral service offered as an alternative to abortion; this is a solid part of Catholic teachings.

Through our birth family services and adoption program, we offer sound and ethical counseling promoting childbirth, parenting and alternatives to abortion (through adoption). This counseling is provided free of charge, regardless of a parent(s)' final decision to create an adoption plan or parent and is offered beyond the birth of the child to help with issues such as grief (if baby was adopted), stress, and other issues associated with placing a child or being a parent.

Social workers teach mothers/birth families and caregivers about parenting as warranted. Topics and issues related to parenting that are taught in a one-to-one basis. Topics include, but are not limited to: developmental milestones, infant behavior and health. A more complete list of topics is listed as Parent Education Topics and can be found behind 4.

The Office for Human Life educates, ministers to, trains and serves the community in upholding the sanctity of life, always faithful to the Church teaching. The office offers: consultation and collaboration with parishes and pro life groups; training and education of youth through adulthood; a resource center for Church teachings on sanctity of life issues; referrals for networking, counseling, planning and program development; and ministerial assistance to lay and clerical faithful in the diocese. More information is on the Catholic Charities website (<http://ccdacle.org>)

#### c. Parenting Development or Adoption Assistance

Catholic Charities has been offering parenting classes for dozens of years. Catholic Charities is one of the largest providers of social services in Northeast Ohio. As such, employees work together to share knowledge, expertise, and other resources within our system. As described on the previous page, several programs related to parenting development are offered: Mom's First, Help Me Grow/Bright Beginnings, and Parents As Teachers. In addition, our four family centers offer a number of activities designed to strengthen the family unit. Other services, such as Early Childhood Mental Health are also offered.

##### Adoption Assistance

Catholic Charities approves adoptive families and foster families through the home-study process. Currently, 45 Foster Families are certified and 60 adoptive families are approved through Catholic Charities. Our foster families receive placements through the Cuyahoga County Division of Children and Families as well as Catholic Charities custodial placements. Our foster families who are certified specifically as pre-adoptive infant homes are able to serve as temporary placements for infants under six months of age, during the time a birth mother may need to consider whether adoption is the best option.



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#### KEY STAFF AND CAPABILITIES

##### 7. Program Outcomes Manager

Ms. Sandra Fay MSW, LSW, program director for Catholic Charities Adoption Services, will serve as both the program lead and the program outcome manager for this Ohio Parenting and Pregnancy and Program. As program director for nearly 14 years, Ms. Fay is responsible for planning, developing, analyzing and evaluating the delivery of program services within sound social work principles and practices to best meet clients' needs. She is also responsible for ensuring governmental, licensing requirements, and quality assurance norms are met. Ms. Fay is also experienced in promoting childbirth; working with pregnant women and teens, and birth families and other relatives; prospective and adoptive families, as well as foster care families.

She supervises three social workers and an administrative assistant who are dedicated to serving birth mothers/families, and prospective and adoptive families. Ms. Fay works closely with Catholic Charities' Foster Care staff and reports directly to the director of Foster Care and Adoption Services, Mr. Klavin Boyd, LSW.

She, along with all of Catholic Charities program staff work closely with the Catholic Charities Quality and Training Department staff, which assist in data management, analysis and reports. For example, Quality staff members help program staff to create individual program outcomes; establish thresholds; develop tools to collect data; assist with data collection and analysis; and report results to program staff, management and board members as appropriate. If data reveal that changes to program content or methodology should be examined, adjustments are made as deemed appropriate to help ensure that quality service is maintained and the needs of clients are being met.

As program lead and program outcomes manager for this proposed program, Ms. Fay will work closely with designated staff at participating Catholic Charities sites to ensure that the requirements of the grant are met and services are conducted as in a professional, confidential manner. As stated previously, she will work closely with the Catholic Charities Quality and Training Department to obtain, manage and report outcome data. Ms. Fay will devote 25% of her time as program lead and outcomes manager.

##### 8. Fiscal Specialist

Ms. Michelle Medrick has 25 years of experience providing financial services at Catholic Charities|Parnadale. Ms. Medrick manages the site's Finance Department and is responsible for preparing and monitoring annual budgets, forecasting, payroll, and accounts payable and receivable for community-based services; birth parent, foster care and adoption services; and a residential program for at risk youth (until January 2014 when the residential services ceased operation.)

As the fiscal specialist for Ohio Parenting and Pregnancy Program, Ms. Medrick worked with Ms. Sandra Fay, the proposed program lead to develop the proposed budget. If awarded a grant, Ms. Medrick will be responsible for working with Ms. Fay and all program staff to ensure financial fidelity, and will create and submit financial reports as required. Ten percent (10%) of Ms. Medrick's time will be devoted to this program.

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#### 9. Caseworker (3)

Three caseworkers will work with pregnant/parenting women and birth families: Ms. Marcella Reese, Ms. Ellen Specht, LSW and Ms. Debra Wentz, LISW. Each of the caseworkers will each devote 25% of their time to this program. They will be responsible for helping to implement the proposed promotional campaign that will focus on child birth and alternatives to abortion through adoption; provide counseling to mothers and birth families, and help secure and/or refer clients to needed support services, such as employment, housing and basic needs.

Ms. Reese has been employed by Catholic Charities since 1995. For the past 14 years, she has served as social worker for adoption services. She completes home studies for prospective adoptive families, and facilitates the adoption process, including placing infants and children in homes. She conducts post-placement visitations with infants/children in adoptive homes, and maintains all client records in accordance with ODJFS licensing requirements. Prior to her current position, Ms. Reese was a social worker for the foster care department. In this position, she coordinated services for children in foster care, visited foster care homes and completed quarterly reports, supervision notes, and other required paperwork. Before joining Catholic Charities, Ms. Reese worked for seven years as a social worker for the Cuyahoga Department of Children and Family Services.

Ms. Reese earned a Bachelor of Science Degree in Social Worker from Bowling Green State University. She has been a Certified Adoption Assessor, State of Ohio, since 1996 and a Licensed Social Worker since 1988,

Ms. Specht has 13 years of experience as an adoption assessor for Catholic Charities and as a contract adoption assessor for A Child's Waiting, Akron, Ohio. She counsels birth parents regarding adoption; administers home studies; and facilitates the adoption process. Ms. Specht provides legal testimony, supervises the placement of children and completes post-legalization work. She also helps clients apply for Medicaid and Social Security.

Ms. Specht has been Certified Adoption Assessor for the State of Ohio since 2000 and a Licensed Social Worker (LSW) since 1997. She also has experience working in the chemical dependency and child abuse fields.

Ms. Wentz has worked as social worker for Catholic Charities birth family, foster care and adoption services for 17 years. She counsels birth parents regarding adoption; administers home studies; and facilitates the adoption process. Ms. Wentz provides post-legalization work. She develops for and presents cultural diversity training to Catholic Charities staff, adoptive families and foster parents. She also maintains all client records in accordance with licensing requirements of the Ohio Department of Jobs and Family Services.

Ms. Wentz, who earned a Master's Degree in Social Work and a Bachelor of Arts Degree in Sociology, also has experience as a mental health therapist. She earned her credentials as a Licensed Independent Social Worker (LISW) in 1994.

#### 10. Additional Staff – Employment and Training Coordinator

Ms. Lashana Bolden will help clients referred by other providers of services in this program to prepare for and obtain employment on an as-needed basis. She will conduct assessments and develop employability plans with clients. She will counsel women/birth families during their job search process, and provide support upon being placed in a job to help clients overcome workplace barriers and help ensure employment longevity.

Ms. Bolden has worked at Catholic Charities/St. Philip-Neri Family Center since 2012. She has worked with teenage mothers enrolled in the Young Parent Program, in addition to assisting clients with job search/job readiness and post-placement training and other activities. It is expected that she will spend 12 hours a week offering this program.

She holds a master's degree in adult education and training, a bachelor's degree in human services management, and an associate degree in education from University of Phoenix.

Resumes for these individuals begin on the next page.

**MICHELLE MEDRICK**  
Catholic Charities|Parmadale  
6753 State Road  
Parma, OH 44134

### **CAREER PROFILE**

- Have 25 years of experience providing financial services at Catholic Charities|Parmadale, which provided residential services for at-risk youth and their families until January 2014; continue to provide financial support for outpatient and community-based services for children and families in crisis, and birth parent, foster care and adoption services.
- As part of a finance team, responsible for all aspects of financial management, including preparing and monitoring budgets; billing; and reporting. Possess a strong knowledge of State of Ohio fiscal requirements and procedures.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Resourceful in the completion of projects, effective at multi-tasking and efficient time management.

### **EXPERIENCE**

**Catholic Charities Corporation, Cleveland, OH**

**1989 – Present**

#### **Business Administrator**

- Manage site's Finance Department with responsibility for annual budgets, forecasting, payroll, accounts payable and receivable for residential facility (until January 2014); community-based services; birth parent, foster care and adoption services.
- Prepare and process monthly service invoices and electronic Medicaid billings.
- Ensure compliance with accounting deadlines.
- Prepare company accounts for annual audits with zero audit findings.
- Coordinated bi-weekly payroll functions for 100+ salaried employees and coordinated bi-weekly payroll functions for 150+ bargaining union employees according to negotiated contract stipulations prior to sites' change in service delivery focus. Continue to coordinate bi-weekly payroll for staff offering services at Catholic Charities|Parmadale.
- Monitor and record company expenses.
- Prepare monthly financial statements.
- Report on monthly cost report variances.
- Reconcile all bank accounts.
- Purchase required supplies for service sites and work with vendors to ensure that site receives most reasonable cost.
- Negotiated long term operating leases for copiers, telephones and autos.
- Work closely with Catholic Charities Finance Department staff, including the Chief Financial Officer; Human Resources and other administrative departments to accomplish the goals of the organization, and to meet contract requirements.

### **EDUCATION**

Bachelor of Arts, Cleveland State University, Cleveland, Ohio

**Marcella A. Reese**

6753 State Road  
Parma, Ohio 44134  
440.843.5508

**Employment History:**

**November 1995 to Present: Catholic Charities/Diocese of Cleveland, Parma, Ohio.**

**2000 to Present- Adoption Assessor/Social Worker, Adoptions Department**

- Completion of home studies for prospective adoptive parents.
- Facilitate the Adoption Process.
- Placement of infants/children in adoptive homes.
- Post Placement visitations with infants/children placed in adoptive homes.
- Completion of all necessary paperwork for finalization of the adoption.
- Create non-identifying Information reports.
- Maintain all client records in accordance with ODJFS licensing requirements.
- Search for children for waiting prospective adoptive parents.

**November 1995 to 2000- Social Worker, Foster Care Department.**

- Coordination of Services for children in foster care.
- Visitations at the foster homes.
- Completion of quarterly reports, supervision notes and other required paperwork.

**October 1988 to November 1995: Cuyahoga County Department of Children and Family Services, Cleveland, Ohio.**

**Social Worker in the on-going Family and Adult Services Department;**

- Investigated allegations of abuse and neglect.
- Coordinated support services for clients.
- Participated in Juvenile Court custody hearings and SAR's.
- Monitoring and visitation of children placed in out of home settings.

**Education:**

**Bowling Green State University, Bowling Green, Ohio.**

**Bachelor of Science of Social Worker, August 1988.**

**Professional Development:**

**Certified Adoption Assessor, State of Ohio, 1996.**

**Licensed Social Worker, State of Ohio, 1988.**

## Professional Summary

- Successful licensed social worker with over 10 years of experience in social work related to children
- Creative problem solver with strong client focus and attention to detail
- Dedicated team player with ability to work independently

## Work Experience

### Adoption Assessor | October 2004 - Present Catholic Charities Corporation, Cleveland, OH

- Counsel birth parents regarding adoption
- Administer home studies
- Facilitate the adoption process
- Provide legal testimony
- Supervise the placement of children
- Complete post legalization work
- Create non-identifying information reports
- Apply for Medicaid and Social Security for clients

### Contract Adoption Assessor | June 2001 – March 2009 A Child's Waiting, Akron, Ohio

- Administer home studies
- Supervise the placement of children

### Chemical Dependency Counselor | June 2003 – October 2004 Catholic Charities Services Corporation, Cleveland, OH

- Completed drug and alcohol assessments
- Led and facilitated group sessions with clients
- Provided individual client counseling and case management services
- Documented fully all client treatment

### Adoption Assessor | April 2000 – June 2003 Catholic Charities Services Corporation, Cleveland, OH

- Counseled birth parents regarding adoption
- Administered home studies
- Facilitated the adoption process
- Provided legal testimony
- Supervised the placement of children
- Completed post legalization work
- Created non-identifying information reports
- Applied for Medicaid and Social Security for clients

**Intake Social Worker | September 1997 – April 2000**  
Lake County Department of Human Services, Painesville, OH

- Investigated abuse and neglect of children
- Performed crisis intervention
- Documented services provided
- Provided legal testimony
- Networked for clients

**Child Care Worker | June 1997 – September 1997**  
Emma Caley Receiving Home, Painesville, OH

- Supervised children
- Monitored and documented behaviors
- Implemented discipline
- Modeled appropriate behaviors

**Education**

**Bachelor of Science in Social Work, 1997**  
Ashland University, Ashland, OH

**Professional  
Development**

**Certifications**

- Notary Public, Cuyahoga County, State of Ohio, 2003
- Certified Adoption Assessor, State of Ohio, 2000
- Licensed Social Worker, State of Ohio, 1997

**Continuing Education**

- Ohio Child Welfare Training Program, 120+ hours, 1997-2000

**Professional Organizations**

- National Association of Social Workers, 1997 to 2005, 2007 to 2009

**References**

Available upon request



**DEBORAH K. WENTZ, MSW, LISW**  
**6753 State Road**  
**Parma, Ohio 44134**

**EMPLOYMENT HISTORY**

Catholic Charities, Cleveland, Ohio. 1997- Present

Adoption/Foster Care/Maternity Services Social Worker

- Provide counseling to birth families who are considering making an adoption plan
- Refer birth and adoptive families to appropriate resources in the community
- Interview and assess prospective adoptive families for approval to adopt
- Develop and present cultural diversity trainings to staff, adoptive families and foster parents
- Maintain all client records in accordance with ODJFS licensing requirements
- Submit budget proposals and outcome measures to funding sources
- Compile annual demographic statistics for funders and CCS

Miami County Mental Health Clinic, Troy, OH 1987-1996.

Outpatient Mental Health Therapist

- Provided individual counseling, specializing in the treatment of depression, co-dependency, ACOA issues, sexual abuse and issues of grief and loss
- Performed initial needs assessments
- Answered crisis hotline calls
- Developed case plans with all clients, and maintained all records in compliance with ODMH standards.

Northwestern Mental Health Clinic, Lima, OH 1986-87

Outpatient Mental Health Therapist

- Provided individual outpatient counseling
- Co-facilitated support group for battered women

Catholic Charities, Covington, Kentucky. 1978 -1984

Adoption and Maternity Services Worker

Van Wert County Welfare Dept, Van Wert, OH 1975-1978

Children Protective Services

**EDUCATION**

Master of Arts in Popular Culture, Bowling Green State University, 1997.

MSW, Loyola University of Chicago, 1986.

Member of Alpha Sigma Nu, National Jesuit Honor Society

B.A. in Sociology (Social Work), Miami University, Oxford, Ohio. 1974.

Earned LISW licensure in 1994.

## **Lashana Bolden**

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### **OBJECTIVE**

To find a career that will allow me to utilize my 10+ years of Direct Service skills working with a diverse population in a multi-faceted environment to provide excellent customer service and assist those in a community setting to obtain employment goals and better themselves, family and community.

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### **WORK EXPERIENCE**

**Employment Coordinator**  
Catholic Charities/ St. Philip Neri Family Center

January 2012- Present  
Cleveland, OH

- Facilitated the Young Parent Programs six week curriculum to seventeen, teenage mothers with multiple barriers from diverse backgrounds in a community setting.
- Organized weekly visits from multiple agencies to speak to the teenage mothers about how to properly take care of their babies.
- Facilitate orientation, complete intakes and assessments on a weekly basis to determine strengths and barriers to employment.
- Assist consumers with appropriate job leads, create resumes, cover letters, mock interviewing, and support consumers on how to properly job search online.
- Provide consumers with community resources including information for housing, food assistance, medical resources and interview/work clothing.
- Train current and new employees on the ETS Database so they will be acclimated with the database used by the company.
- Travel to multiple businesses to facilitate presentations on the services Catholic Charities offer and recruit new consumers to sign up for the services.

**Professional Customer Services Representative**  
Amerimark Direct LLC

January 2009-January 2012  
Middleburg Heights, OH

- Provided excellent customer services by assisting consumers with product orders.
- Assisted consumers with answering questions, and assisting with problem solving on on-going basis.
- Placed over two hundred out bound calls on a daily basis; meet all quotas and expectations on a daily basis.
- Trained new staff on computer program, and telecommuting system.

Telemarketer  
DialAmerica

February 2008-January 2009  
Middleburg Heights, OH

- Sold magazine subscriptions to support different charities by contacting 150 customers on a daily basis.
- Assisted potential college students with the C.U.N.E.T program (College Unit Networking) in finding college's to best suite their educational needs within the United States.
- Connected potential students with Educational Advisors at the college of their choice via telephone.

Educational Aide  
Educational Service Center of Cuyahoga County/P.E.P.

August 2005-February 2008  
Valley View, OH

- Worked with autistic and severe behavioral health students in a classroom setting.
- Taught low functioning students, ages 5-21 basic cognitive skills including identifying colors, reading, counting and toileting needs along with basic living skills.
- Transported teens and adults to the Adult Training Center to prepare them for the real world work experience.
- Provided therapeutic crisis intervention when needed.

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## EDUCATION

Master's Degree, Adult Education and Training  
University of Phoenix, Phoenix, AZ

Bachelor's Degree, Human Services Management  
University of Phoenix | Phoenix, AZ

Associate Degree, Education  
University of Phoenix | Phoenix, AZ

## APPENDIX A

### TECHNICAL APPLICATION

#### APPLICANT AGENCY PROFILE

##### 11. Programs and Services Currently Provided

Catholic Charities provides a wide range of programs and services for children and families, older adults, persons with disabilities and individuals needing emergency assistance. In accordance with the Roman Catholic Church, Catholic Charities believes in the sanctity of human life and promotes childbirth strong families.

Our services cover a diverse population (prenatal to the elderly); we focus on family and children services, emergency assistance, persons with disabilities, and older adults), and are provided to anyone regardless of their personal creed or beliefs. In 2013, 394,830 people benefitted from 169 services and 237 programs.

Programs and services include, but are not limited to: birth family, foster care and adoption; early childhood education; prevention, educational, recreational, community-building and artistic activities for youth and families; youth and adult employment; mental health services for all ages; outpatient and residential treatment for those addicted to alcohol and other drugs; socialization, transportation and meals for seniors; Hot meal and pantry programs offered at centers and shelters; services for newly arrived refugees; educational, and religious and support services for persons with disabilities; CYO; young adult ministries; marriage and family; pastoral services; and the office for human life.

Operational Description – There are three divisions within Catholic Charities, Diocese of Cleveland: 1) Community Services 2) Treatment Prevention and Recovery; and 3) Parish Outreach, Emergency Assistance. Each division has an executive director who report to the president & CEO. The following departments provide administrative support to all sites and programs: Finance/Payroll; Fund Development (Grants); Human Resources; Information Services; Legal; Marketing and Communications; and Quality and Training.

##### Unique Features of Programs being Proposed

One of the unique features that Catholic Charities will bring to this proposed program is our breadth and depth of services and experience within our own system. Our diverse staff is able to work across counties and programs to meet the needs of individuals and families. The support services we can offer to the targeted population in a timely, seamless manner helps make sure that our clients' needs are met in the easiest way possible for them. For example, if a pregnant client is being served by birth family/adoption services, and it is determined she needs assistance finding a job, we can immediately refer her to Employment and Training Services, whose purpose is to help clients seek for obtain, and retain a job that matches their interests, skills and knowledge.

In addition, as a provider of birth family and adoption services, staff works with clients for the duration of the pregnancy and beyond. We support birth mothers/families as they examine what is best their child and themselves. We work with adoptive families through the adoption process, and are available to them and to adoptees, who wish to connect with birth families even years after an adoption occurs. We currently offer these services free-of-charge. This grant would allow us to be reimbursed for these services and would allow us to help more families throughout the diocese as a result.

Website and Organization Information: The Catholic Charities website is. A 2013 Annual Report and program brochures can be found after Tab 5.

##### 12. Population Agency Serves

Catholic Charities served 394,830 (unduplicated) individuals in 2013 compared to 399,275 in 2012. Of those served, 17,397 or 4.4% was age birth to four years in 2013, compared to 15,211 or 3.8% in 2012.

Caucasians accounted for 110,667 (28%) served, followed by 78,279 or 19.8% African-Americans, and 13,945 (3.5%) Hispanics. Of the 45% served who reported an income, 36% reported earning \$20,000 or less per year. A demographic snapshot is marked as Catholic Charities Demographics for 2012-2013 are located behind Tab 4.

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This chart shows some the demographics of similar programs offered for the past two years. Additional demographic data are marked as Demographic Snapshots for Similar Programs and are located behind Tab 4.

Selected Demographics for Similar Programs – 2012 and 2013

PROGRAM	NUMBERS SERVED		AGE			RACE			INCOME		
	2013	2012	Range	2013	2012		2013	2012	Range	2013	2012
Adoption	483	454	0-4	94	84	Cauc	423	368	<\$5,000	141	136
			5-12	6	24	A-A	38	31	\$5,001-\$9,999	10	10
			13-18	20	18	Hisp	22	17	\$10,000-\$19,999	5	16
			19+	363	328	Other	0	38	\$20,000-\$29,999	18	24
									\$30,000+	309	268
Bright Beginnings	391	1112	0-4	190	324	Cauc	45	1	<\$5,000	147	141
			5-12	1	44	A-A	303	1111	\$5,001-\$9,999	61	926
			13-18	20	108	Hisp	24	0	\$10,000-\$19,999	43	27
			19+	180	636	Other	19	0	\$20,000-\$29,999	130	4
									\$30,000+	10	14
Help Me Grow+++	1038	680	0-4	816	680	Cauc	810	552	<\$5,000	356	140
			5-12	0	0	A-A	144	67	\$5,001-\$9,999	120	82
			13-18	39	0	Hisp	57	44	\$10,000-\$19,999	102	86
			19+	183	0	Other	27	17	\$20,000-\$29,999	95	67
									\$30,000+	365	305
Mom's First	83	90	0-4	0	0	Cauc	1	1	<\$5,000	26	63
			5-12	0	0	A-A	82	89	\$5,001-\$9,999	42	12
			13-18	0	2	Hisp	0	0	\$10,000-\$19,999	12	10
			19+	83	88	Other	0	1	\$20,000-\$29,999	3	4
									\$30,000+	0	1
Employment and Training	489	557	0-4	0	0	Cauc	55	69	<\$5,000	489	0
			5-12	0	0	A-A	400	477	\$5,001-\$9,999	0	538
			13-18	5	0	Hisp	1	9	\$10,000-\$19,999	0	18
			19+	484	557	Other	33	2	\$20,000-\$29,999	0	0
									\$30,000+	0	1

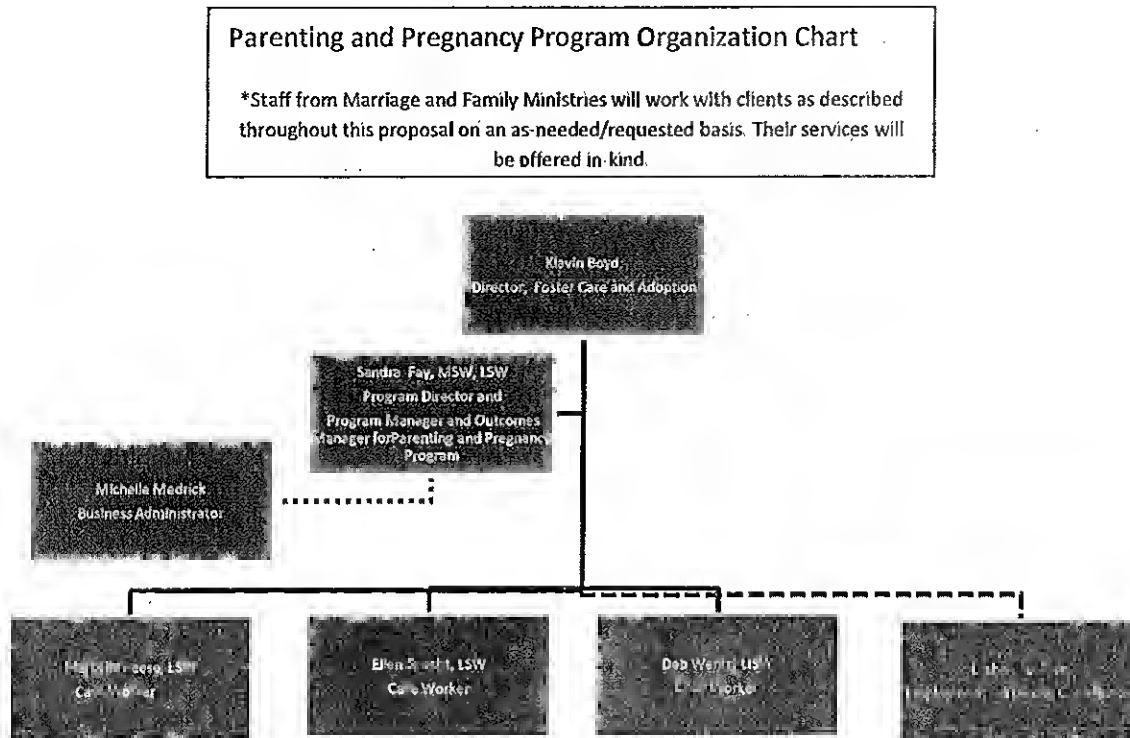
+++ Help Me Grow expanded to all 8 counties, and is now offered in Ashland, Cuyahoga, Geauga, Lake, Lorain, Medina, Summit and Wayne Counties.

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### TECHNICAL APPLICATION

#### 13. Organization Charts

An organization chart for Catholic Charities is located behind Tab 4. The organization chart for the proposed Parenting and Pregnancy Program is below.





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#### PROGRAM DESIGN

##### **14. Planned Uses of Funding for this Program**

###### **a. Increase numbers served**

☒ Yes

☐ No

**Birth mothers/families** – It is expected that 30 additional (unduplicated) birth mothers/families who meet TANF and other requirements set forth in the RFGA JFSR141517808 will be served through this grant. This will be accomplished by developing a comprehensive community awareness/marketing campaign that will promote childbirth and alternatives to abortion through adoption. A concentrated campaign in observation of National Adoption Month will be executed, along with increased outreach and education to prospective birth and adoptive families in counties that have traditionally not availed themselves to our services. The reimbursement of counseling hours through this grant will also allow social workers to spend more time conducting outreach and providing counseling services to more birth mothers/families.

###### **b. Provide expanded or new services**

☒ Yes

☐ No

**Counseling of Birth Mother/Family** – When women come to us for counsel regarding whether to place their child for adoption or keep the baby, they are often in need of basic essentials, such as clothing and housing. Frequently, we do not have resources to help them. This grant would allow us to assist clients and help ensure a healthier pregnancy, birth and successful first year. For example, we have heard stories that it is easier to have an abortion than to have a child because landlords prohibit children and the mother/birth family doesn't have the money to move, or parents of young women refuse to help and the woman leaves home. Money from this grant would give us the opportunity to reach out to these women in these situations and provide short-term assistance while helping them plan for the long-term. If during the counseling process, it is deemed that clients have mental health issues that need to be addressed, they will be referred to the appropriate mental health professionals.

**Mommy Bags** – Birth mothers will receive Mommy Bags, which will contain items for their babies, such as powder, pacifiers, and lotions. Bags will also contain lotions and soaps for the mothers.

**Employment Services** – Pregnant and parenting women, caregivers or birth fathers in need of employment will be able to participate in job development activities offered by Catholic Charities Employment and Training. These activities include, but are not limited to helping clients prepare a resume and cover letter; increasing their knowledge of interviewing and conducting mock interviews; addressing employment gaps; providing job leads; and completing paper and on-line applications. The employment and training coordinator, Lashana Bolden, will also discuss topics such as proper attire to wear for an interview and how to follow-up with employers after an interview.

A maximum of 30 individuals needing employment assistance will be served during the contract period. Training will occur at a group setting at the St. Philip-Neri Family Center, or individually in counties other than Cuyahoga. Classes will be offered at Catholic Charities' sites, public libraries, or similar settings. Some may be offered on a one-on-one basis. Employment services will be provided at least once per week, but no more than maximum four days per week. Adoption Services has not been able to offer employment services to its clients so this will be a new service.

**Healthcare** – Pregnant and parenting women will have access to health care and well-baby health care. A portion of the budget will be used to cover items not covered by insurance. It is estimated that 15 clients will benefit from prenatal care and 15 children will receive well-child care,

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**Transportation for Clients** – Public transportation is difficult to use and is nearly non-existent in six of the eight counties served. Therefore, case workers will provide transportation for up to 30 clients to medical and other social service appointments on an as-needed basis. These services are being proposed to help ensure mom and baby wellness.

**Prepare- Enrich** – (a dating/engaged/married inventory) – Another component that will be offered as a new service to pregnant and parenting couples is *Prepare-Enrich*, a web-based, online survey that each partner takes to help identify the unique strengths and potential growth areas of their premarital or married relationship. It is expected that at least five couples will avail themselves of this opportunity at no cost to them. The program lead and three case workers will be trained to facilitate the program, so its impact can continue beyond this contract period.

**Natural Family Planning** – This program will be made available to clients upon request and at no-cost to clients. This would be offered in-kind and is not part of this program budget.

c. Expand geographical area served ☒ Yes ☐ No

Although Catholic Charities serves the eight counties of the Cleveland Catholic Diocese, many of the counties have historically been underserved by adoption services. We recognize there is a great need to better promote and offer our services in these counties. For example, in 2013, 38% of clients resided in Cuyahoga County and 25% listed "other residence" outside of our eight county service area; these figures constituted 63% of persons served. Similarly, in 2012 45% of persons served lived in these two demographic areas. Forty-seven (or 10%) of clients were from Summit County in 2012, but no clients from Summit County were served in 2013.

d. Other Services ☒ Yes ☐ No

**Help Me Grow (HMG)** – Participants of this program are a natural fit for Help Me Grow after the child reaches 12 months of age as prescribed in this RFGA, as well as for other birth families that may qualify, but are unaware of the program and its benefits. Thus, a portion of the budget will be used to increase awareness about the Help Me Grow program, thereby increasing the number of families served, and families strengthened as a result of participation. An increasing number of people requesting and needing HMG services are Hispanic. Funds will also be used to translate brochures and other materials into Spanish to aid non-English-speaking individuals.

**Babysitting** – Babysitters will be hired on an as-needed basis to help ensure that clients may participate in counseling, employment and other services.

**Food** – Some funds have been allocated for food to provide to clients until they can be enrolled in SNAP. They may also be referred to food pantries operated by Catholic Charities and the Catholic Charities Hunger and Shelter Network.

**Furniture** – Clients in need of furniture and other household goods will receive vouchers for the Cleveland Furniture Bank. Limited funds will also be available to cover the cost of delivery.

**Housing** – Clients have made comments that it is easier to have an abortion than to move (to a place that allows children); yet, securing adequate housing is difficult. Funds will be made available as needed to help at least seven (7) pregnant or parenting women/families secure adequate housing or pay utilities.

**Interpreters** – Given the high number of non-English-speaking clients served, some funds have been set-aside for translators.

**Legal Services** – Clients who are considering creating an adoption plan may need legal services that are difficult to retain due to financial situations. Assistance will be provided on a case-by-case basis.

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15. Services and numbers of new individuals served. \*These are unduplicated numbers.

Program Services	New Number Served		Program Services	New Number Served
Clothing	15		Parenting Classes	30
Counseling	30		Postpartum Recovery	0
Diapers	20		Transportation	30
Food	15		Other: Employment/Job Readiness	30
Furniture	10		Other (describe) Legal Services for adoption	5
Health Care	15		Other (describe) Interpreting Services	10
			Other: Childcare/babysitting	15
			Other: Housing	7
			Other: Help Me Grow Promotion	Eight counties
			Total	

#### 16. Partner Organizations

Birth Family, Foster Care and Adoption Services – The staff receives referrals from and makes referrals to Maggie's Place, an organization that helps pregnant and parenting women; and Womankind, an organization that provides comprehensive prenatal care, education and emotional support to pregnant women; and the Barberton Pregnancy Center, which educates pregnant women and parents and offers basic needs for a new baby. We also work with Blessing House in Lorain County, which provides shelter for children of families in crisis by providing a temporary safe home. Adoption Services also works with all local hospitals, including but not limited to The Cleveland Clinic and its affiliates; University Hospital and its affiliates; and Akron Children's Hospital.

#### 17. Eligibility Requirements

All clients served by this program must meet one or more of the four purposes of the temporary assistance for needy family block grant as specified in 42 U.S.C. 601. The purposes are: (1) provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; (2) end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; (3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and (4) encourage the formation and maintenance of two-parent families. (b) No individual entitlement.

Additional requirements for Birth Family, Foster Care and Adoption Services – Clients will be eligible for services if they are pregnant; parenting a child 12 months of age or younger; or have placed a baby for adoption within the past 12 months. Caregivers and other family members who meet requirements may also access these services.

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#### 18. Target Audience

The target audiences are pregnant woman and birth families, along with their children 12 months of age or younger. Individuals and families attending parishes of the Cleveland Catholic Diocese will be targeted. Staff will also attend community events and other venues to increase the public's awareness of programs and services that promote childbirth as an alternative to abortion. Counties that have historically not used our services – or may not even be aware of them – will be targeted. A comprehensive campaign will be designed and launched in observation of National Adoption Month in November. Pregnant and parenting individuals seeking assistance when considering adoption will also be targeted. Individual who seek counsel will be helped regardless of their decision to place their babies for adoption or parent themselves.

The program lead and case workers will be trained to facilitate the *Prepare-Enrich Program*. The director of Catholic Charities Marriage and Family Ministries is certified to train others and he will train the identified staff. Dating, engaged or married couples will be invited to complete the on-line Prepare-Enrich assessment tool. Trained staff will help facilitate the process. Additionally, those wishing to learn more about Natural Family Planning will be referred to Catholic Charities Marriage and Family Ministries for additional information.

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#### PROGRAM OUTCOME MANAGEMENT

##### 19. Intended Outcomes

The intended outcomes for the proposed activities are as follows:

- a. Pregnant women and parents of children 12 months of age and younger will be made aware of Catholic Charities Parenting and Pregnancy Program, as well as other programs and services that promote childbirth and parenting and provide alternatives to abortions (through adoption).
- b. 95% of pregnant women will increase their knowledge about a healthy pregnancy and issues related to giving birth, parenting, and placing their children for adoption.
- c. 90% of participants will effectively parent their child from newborn to age 12 months.
- d. 15 of 30 families will receive necessary clothing diapers, food, furniture and other participant support services.
- e. 85% of participants that are referred to job readiness counseling or classes will complete job readiness activities.

##### 20. Data Collection and Confidentiality Assurances

The program lead will meet with all staff engaged in offering this Parenting and Pregnancy program at least once per month. Staff will review previous activities, challenges, and successes and will plan for the upcoming months. Any challenges faced will be discussed and solutions identified, along with assigned action items, as deemed necessary. Data will be collected and submitted monthly to the program lead/outcomes manager to ensure timely reporting to ODJFS as required. The program lead/outcomes manager will work closely with the staff of Quality and Training, which will assist with data collection, reporting and analysis, as is currently their purpose. Adjustments to the program and services provided will be adjusted if needed. In addition to collecting, analyzing and reporting on the data required for this grant, the same or similar data will be collected for use by Catholic Charities.

Data that will be collected and which correspond to the outcomes listed in response to question 19 above are:

- a. The number of inquires to participate in the Parenting and Pregnancy Program, learn more about adoption, or about enrolling their child in Help Me Grow, will be tracked following outreach activities and the media campaign for National Adoption Month.
- b. Results of pre and post tests will measure the effectiveness of counseling about birthing, parenting and identifying alternatives to abortion.
- c. Data will be maintained on the safety and well-being of children and the avoidance of Children Protective Services.
- d. Staff will track the number of people that accessed support services defined in the proposal, along with the service(s) accessed, cost/vouchers provided, and demographic data, such as county of residence. Those requesting services for which assistance could not be provided, will also be tracked.

**Confidentiality** – Catholic Charities staff understand the importance of maintaining confidentiality. All files are stored in locked file cabinets and electronic data is stored on password-protected computers. Employees are required to change their password every 45 days, with prompts two weeks prior to expiration that one's password needs to be changed.

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### TECHNICAL APPLICATION

#### SUB-GRANTEES AND VENDORS

**21. Use of Sub-grantees**

Catholic Charities will NOT use any sub-grantees to fulfill the requirements of this proposed program. We will, however, work together internally to provide services to parenting and pregnant individuals, and children ages 12 months of age and younger.

**22. Monitoring Process**

Not applicable. See question 20 for a data collection and monitoring plan.